

Seattle Lease Cleanup Campaign Recycling Guidance

Items/Materials	Additional Info	Where To Take It
Food and Other Compostables	<p>Food scraps:</p> <ul style="list-style-type: none"> • Meat, poultry, fish, shellfish & bones • Egg and dairy products • Table scraps & plate scraping • Fruit & vegetables • Bread, dough, pasta, grains • Coffee grounds, filters & tea bags <p>Food soiled paper:</p> <ul style="list-style-type: none"> • Kitchen paper towels • Uncoated paper take-out containers • Pizza delivery boxes • Paper napkins • Waxed cardboard & paper • Uncoated paper cups, plates (no lids, straws or creamers) <p>Plant & wood Scraps:</p> <ul style="list-style-type: none"> • Plants & flowers (no flower pots) • Wood pallets & crates (no wire) • Landscape vegetation (less than 4' long & 4" diameter) <p>http://www.cedar-grove.com/acceptable/Accepted%20List.asp</p>	<p>Day-to-Day: Place in compost bins located in each floor's kitchen.</p> <p>Clean-up Campaign Events: Place in compost bins located in each floor's kitchen.</p>
Office Papers	<p>This includes post-its, printer, copier and FAX paper, colored paper, newsprint, unwaxed food boxes and notepad backing, all envelopes except padded and plastic covered (window envelopes are OK).</p> <p>Also, see special recycling procedures for tyvek envelopes below under Tyvek Envelopes.</p> <p>If papers contain official record material, they may only be destroyed according to EPA records management policies and procedures. http://www.epa.gov/records/whatis/index.htm</p>	<p>Day-to-Day: For papers containing record material, contact your unit's Records Coordinator or Regional Records Manager Joyce Aoyama (ASRC)</p>

		<p>Primus) at X2595 for procedure.</p> <p>For non-record materials, place in your recycling bin in your cubicle. Non-records containing confidential information should be shredded.</p> <p>GOOS (Good On One Side paper) is collected next to most copiers and printers on each floor as well as the 14th floor lunch room.</p> <p>Clean-up Campaign Events: For non-record materials, place in the large canvas bin on your floor. Papers containing confidential information must be placed in the locked shred bin on your floor.</p>
Office Supplies	This includes empty file folders, empty binders, pens, clips, staplers, etc.	<p>Day-to-Day: Contact the</p>

		<p>mail room. Most office supplies can be reused. File folders can be recycled.</p> <p>Clean-up Campaign Events: Boxes and 32 gallon containers for supplies will be conveniently located near your office during the clean-up.</p>
Newspapers and Magazines	All	<p>Day-to-Day: Used magazines can be brought to the 14th floor kitchen or the 7th floor gym for others to read. Magazines can also be taken to Amy Le'Feat for Angeline's Shelter. Newsprint can be recycled with office paper.</p> <p>Clean-up Campaign Events: If</p>

		<p>newspapers or magazines cannot be reused, simply place them in the large canvas bin to be recycled.</p>
Ream Wrappers	<p>Only if both sides are light-colored and if the inside is not tan Kraft paper.</p>	<p>Day-to-Day: Place in your recycling bin in your cubicle.</p> <p>Clean-up Campaign Events: Place in large canvas bin on your floor.</p>
Corrugated Cardboard	<p>Flatten cardboard completely.</p>	<p>Day-to-Day: Stack behind recycling containers in copier rooms.</p> <p>Clean-up Campaign Events: Stack behind recycling containers in copier rooms.</p>
Aluminum	<p>Empty and rinse clean aluminum cans with water. Clean aluminum foil and clean pie tins may also be recycled.</p>	<p>Day-to-Day: Place in the appropriate bin in the kitchen.</p> <p>Clean-up</p>

		Campaign Events: Boxes for aluminum will be conveniently located near your office during the clean-up.
Tin Cans	Dispose of tin lids in trash. Empty and rinse the tin can with water.	Day-to-Day: Place in the appropriate bin in the kitchen. Clean-up Campaign Events: Boxes for tin cans will be conveniently located near your office during the clean-up.
Glass Bottles	Empty, rinse and discard caps, except rigid plastic caps (see below under Plastics).	Day-to-Day: Place glass bottles in the appropriate bin in a kitchen. Clean-up Campaign Events: A box for glass will be conveniently located near your office during the clean-up.
Plastics	#1 to #6 and plastic grocery shopping bags only.	Day-to-Day: Place in the appropriate

		<p>bin in kitchens on each floor.</p> <p>Rigid plastic lids < 3" diameter go in a separate box in kitchen for recycling through Aveda.</p> <p>Clean-up Campaign Events: A box for plastics will be conveniently located near your office during the clean-up.</p>
TYVEK envelopes	<p>Tyvek is a strong, nonwoven product used for some Priority Mail and Express Mail packages.</p>	<p>Day-to-Day: Place in collection bags in copy rooms on each floor or take to the mail room.</p> <p>Clean-up Campaign Events: Place in collection bags on each floor or take to the mail room.</p>
Batteries	<p>Spent batteries and good rechargeable batteries.</p> <p>Alkaline and rechargeables go into separate boxes. Personal use alkaline batteries can be</p>	<p>Day-to-Day: Spent batteries can be</p>

	<p>recycled in a separate box, but you must sign up and pay for this.</p>	<p>brought to the 9th floor mail room (costs apply to non work-related batteries). Please tape the ends of each battery before placing them in the applicable boxes.</p> <p>Return good rechargeable batteries to any one of the mail room employees for recharging.</p> <p>Clean-up Campaign Events: A box for batteries will be conveniently located near your office during the clean-up. Please tape the ends of each battery before placing them in the box.</p>
<p>CD's, VHS tapes and floppy disks</p>	<p>If CD's, VHS tapes or floppy disks contain official record material, they may only be destroyed according to EPA records management policies and procedures.</p> <p>If CD's, VHS tapes, or floppy disks do not contain record material, they can be recycled.</p>	<p>Day-to-Day: For CD's, VHS tapes or floppy disks containing</p>

	http://www.epa.gov/records/whatis/index.htm	<p>record material, contact your unit's Records Coordinator or Regional Records Manager Joyce Aoyama (ASRC Primus) at X2595 for procedure.</p> <p>For CD's or floppy disks not containing record material, discard in the "Techno-trash" bin in the mail room or the 14th floor lunch room. For government issued VHS tapes only, please return them to the 9th floor mailroom for recycling.</p> <p>Clean-up Campaign Events: A box for non-record electronic media will be conveniently located near your office</p>
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Eyeglasses	Used glasses are collected for reuse.	Day-to-Day: Place in box for glasses in 14th floor lunch room. Clean-up Campaign Events: A box for glasses will be conveniently located near your office during the clean-up.
Athletic Shoes	Used athletic shoes can be shredded and used for play fields and roads.	Day-to-Day: Place in big blue bin in the 14th floor lunch room. Clean-up Campaign Events: Place in big blue bin in the 14th floor lunch room.
Packing Peanuts and Air Pillows	Peanuts and air pillows	Day-to-Day: Place in 14th floor lunch room in appropriate bin next to the vending machines, or take to the garage mail room.

		<p>Clean-up Campaign Events: Place in 14th floor lunch room in appropriate bin next to the vending machines, or take to the garage mail room.</p>
<p>Cell phones</p>	<p>Personal cell phones</p>	<p>Day-to-Day: Personal cell phones can be taken to the 14th floor lunch room or can be returned to your carrier's store for recycling.</p> <p>Clean-up Campaign Events: A box for cell phones will be conveniently located near your office during the clean-up.</p>